

# Anita Career

City, State | Phone | email@charlotte.edu | LinkedIn URL

---

## EDUCATION

The University of North Carolina at Charlotte, Charlotte, NC

**Bachelor of Science in Systems Engineering**

May or December 20XX

(List if you have a) Concentration: Engineering Management or Energy Systems

\*Other info to add may be concentration, minor(s), GPA (overall &/or major, if 3.0 or +), relevant courses, certifications, dean's list, scholarships

**RELATED COURSEWORK** (List course names w/in degree program – no need to list Calcs or Physics type courses)

Systems Engineering Concepts    Computational Methods for Systems Engineering I    Project Management    Total Quality Systems

## SKILLS

- (List just technical based skills, for example:) C, C++, Java, JavaScript, Python, UNIX, LINUX, administration and performance tuning of application stacks (Tomcat, JBoss, Ruby), Microsoft Office: Word, Excel, PowerPoint, Access, SAS

## PROJECTS (Course projects, Senior Design project, all in order of most recent to oldest)

(Example) **Team Leader**, *Research & Development of a Material Tracking System*, Senior Design, UNC Charlotte    January – May 20XX

- Conducted research to define alternate systems that can automate the process flow in a cost-efficient way
- In a team of six, utilized Engineering Economy principles to do return on investment calculations for potential solutions
- Evaluated solutions, recommended a system to be selected and developed an implementation plan for this system

(Example) **Co-captain**, *Analysis of Water Cooled Chiller Test Data*, Junior Design, UNC Charlotte    August – December 20XX

- Analyzed test data with SAS to determine useful information for the engineering, operations and marketing organizations
- Led 6-person team that uncovered recommendations from data for changes in test protocol
- Performed wide ranging analysis that included parameters such as trends over time, result differences based on personnel, and other insights found in the data when considered over a long period of time

**Project Role**, *Course or Design Project Name*, UNC Charlotte

January – May 20XX

- Describe scope of project in a few bullet points, what **YOU** contributed, what the result was. Don't just describe the project itself, focus on your contributions and skills you had to use.

## ENGINEERING EXPERIENCE

(Example) **Systems Engineer Intern**, *Spectrum*, Charlotte, NC

June 20XX – Present

- Assisting design, development, and implementation of enterprise-wide Operations Support Systems (OSS) applications and their associated operating systems and databases
- Participation in full life-cycle of systems engineering activities of high-quality, scalable solutions
- Creating support documentation for third party products to aid in their support and administration; as well as, documenting system configurations and upgrades

**Position Title**, *Name of Business or Organization*, City, State

August 20XX – June 20XX

- Describe in detail starting each phrase with a power word, what you did, why you did it, who you did it with, what equipment you used, the results, and what supervision you had or provided to others
- Quantify your results, if possible. Identify personal strengths and skills used to achieve your accomplishments
- Always write out or explain technical terminology and abbreviations; do not leave anything to the employer's imagination
- Avoid using diluted phrases such as "responsible for" or "in charge of"

## OTHER EXPERIENCE (Part-time or unrelated jobs)

**Position Title**

May 20XX – August 20XX

*Name of Business or Organization*, City, State

- Focus on describing just transferrable skills gained from the work experience

## LEADERSHIP/EXTRACURRICULARS/VOLUNTEER EXPERIENCE

**Position Title**

August 20XX – May 20XX

*Name of Business or Organization*, City, State

- List and describe organizations, position(s) held, volunteer work, leadership, campus involvement, or other experiences of value to the prospective employer